

# Aberdeen City & Aberdeenshire

## ARCHIVES

### SEARCHROOM GUIDELINES

1. Readers are requested to sign the visitor's book upon each visit to the Archives.
2. Bags and coats should be left in the area provided for that purpose in the Search Room.
3. **Eating, drinking, the use of mobile phones and pens** are **not permitted** in the Search Room.
4. Please observe the following guidelines when handling material in the Archives:
  - **Use pencil only** when making notes so that if you do inadvertently mark a document the mark may be easily removed.
  - Handle documents as **little as possible**, away from the written text and with clean hands.
  - **Do not lean or rest anything** on a document, or rule anything across its surface.
  - **Never force open** the binding of a volume. If there is any difficulty in handling a cumbersome document please ask the staff to provide a book rest.
  - **Avoid touching** the face of photographs or negatives.
  - Return the documents to the Duty Archivist as you found them. Care should be taken to preserve the sequence of loose papers in a bundle and any damage must be **reported at once**.
5. Photocopies can be made of many documents but provision is always subject to copyright, and the size and condition of the original. For this reason **please consult the Duty Archivist for each individual item**. Details of current charges are available on the noticeboards or on request.
6. Readers are asked that **silence be maintained** as far as possible to avoid disturbing others.
7. The number of items produced for consultation at any one time may be restricted at the discretion of the Duty Archivist.
8. Production of items over the lunchtime period in the Town House (12pm - 2pm) is dependent on availability of staff. Old Aberdeen House is closed between 1pm and 2pm.
9. The Search Room staff will be happy to advise on any historical, linguistic or palaeographical problem encountered in material consulted in the Archives.